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ABSTRACT

This guide is designed for use by advisors, officers, and other members of local chapters of the Young Homemakers of Virginia. It contains recommendations and suggestions to help local chapters conduct their programs and work toward their educational purposes in a professional, effective manner. The guide is organized in two sections. The first section consists of 10 guidelines appropriate for all local chapters. The guidelines cover the following: (1) introducing the Young Homemakers of Virginia; (2) organizing a Young Homemakers of Virginia chapter; (3) developing leadership skills; (4) electing chapter officers; (5) conducting meetings; (6) keeping chapter records; (7) developing a public relations program; (8) recognizing outstanding members and chapters; (9) observing Young Homemakers of Virginia Week; and (10) installing chapter officers. The second section consists of dividers to facilitate the filing of materials of interest to a single chapter. Headings include calendar, directory, program of work, installation service, by-laws, and annual forms. (KC)

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LEADERSHIP GUIDE

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
VOCATIONAL AND ADULT EDUCATION
RICHMOND, VIRGINIA 23216

1988

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YOUNG HOMEMAKERS OF VIRGINIA LEADERSHIP GUIDE

Developed by

Home Economics Education Service
Vocational and Adult Education
Virginia Department of Education
Richmond, Virginia 23216

and

Virginia Vocational Curriculum and Resource Center
Henrico County Public Schools
Department of Vocational and Community Education
2200 Mountain Road
Glen Allen, Virginia 23060

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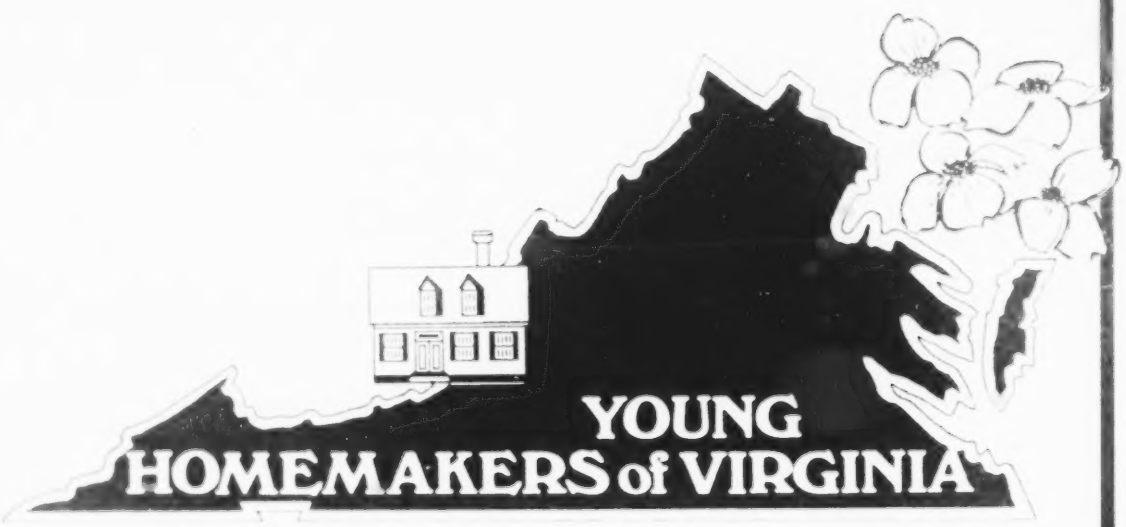
INTRODUCTION

This guide is designed for use by advisers, officers, and other members of local chapters of the Young Homemakers of Virginia. It contains recommendations and suggestions to help local chapters conduct their programs and work toward their educational purposes in a professional, effective manner.

The publication is designed to be placed in a ring binder and is composed of two sections. The first section consists of ten parts that contain guidelines appropriate for all local chapters. The second section consists only of dividers to facilitate the filing of materials of interest to a single chapter.

Questions or requests for further information about the Young Homemakers of Virginia should be addressed to the Home Economics Education Service, Virginia Department of Education, P.O. Box 6Q, Richmond, Virginia 23216.



SECTION I

CHAPTER GUIDELINES

PART 1: INTRODUCING THE YOUNG HOMEMAKERS OF VIRGINIA

The Young Homemakers of Virginia is an organization of individuals who wish to engage in educational activities, broaden their horizons, and keep up-to-date with new developments in the field of home economics and family living. The organization is open to homemakers of any age, married or single, male or female.

Purposes of Young Homemakers of Virginia

Members of the organization work toward...

- Preserving, strengthening, and enriching family life and recognizing that the family unit is essential to individual happiness and community involvement
- Finding new ways of working together to develop and enhance opportunities in homemaking and family life education
- Sharing ways of improving family life, economic well being, physical and mental health, child care, home furnishings, home management, nutrition, clothing, and family relationships
- Developing qualities and abilities necessary for creative leadership in homes and communities.

Statement of Policy

The statewide Young Homemakers of Virginia organization is sponsored by and operates according to the following statement of policy by the Home Economics Education Service, Virginia Department of Education:

- Young Homemakers of Virginia is a statewide organization of young adults continuing their education in home and family living.
- The organization is sponsored by the Home Economics Education Service and local school divisions.
- The Young Homemakers of Virginia organization is a part of the statewide program of adult education in home economics.
- Local chapters are under the direction and guidance of the home economics teachers in the local secondary school.

- Area groups are composed of local chapters and meet for the purpose of strengthening local chapters. (Areas are delineated according to the map at the end of this section.)

- Chapter advisers work under the direction and supervision of local administrators and supervisors of Home Economics Education, who assist local school divisions with program planning and development.

- The organization, functioning as part of adult education in home economics, is supervised and directed by well prepared persons to ensure a high quality of instruction and necessary expansion of the program.

- It is expected that in-depth instruction will be delivered and that chapter meetings will be concerned with educational topics that will assist members toward the attainment of responsible, intelligent parenthood, good family membership, and satisfying home life. Special attention is given to the dual roles of homemaker and wage earner.

- Instruction provides systematic and consecutive learning experiences based on a wide variety of home and family life problems.

- Programs are directed to the realities of family living as it changes. Assistance is given to family members, especially young homemakers, so they can see their goals clearly and achieve them effectively.

Origin of Young Homemakers of Virginia

Young Homemakers of Virginia (YHV) began as locally organized groups, with membership consisting primarily of wives of Young Farmers of Virginia, an adult organization sponsored by the Agricultural Education Service. Representatives of these local groups and their advisers attended the annual meeting of the Young Farmers in Roanoke on February 25, 1956 and met in a separate section to request consideration of a statewide organization. As a result, a steering committee was named to meet with the Home Economics Education Service to discuss the possibility of its sponsorship.

At a meeting in Richmond on August 27, 1956, the steering committee passed a resolution that provided for a statewide Young Homemakers of Virginia organization. The representatives also determined to begin work on a constitution and set up a program for a statewide meeting to be held Febrary 15, 1957.

The constitution was drafted by a committee meeting in Lynchburg on October 19 and adopted at the statewide meeting.

Symbols of the Organization

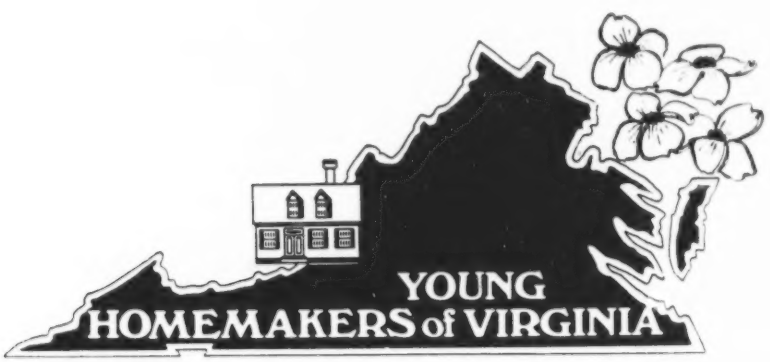
The *motto* of both the state association and local chapters of YHV is "Enriching Family Life."

The *emblem* is a map of Virginia with a house bordering the western boundary and dogwood blossoms bordering the east. The name "Young Homemakers of Virginia" is imprinted on the map, as pictured below.

The *flower* is the dogwood, the state flower of Virginia.

The *colors* are a grey-toned green and a rich, reddish brown (sometimes referred to as tobacco brown).

The state *song* is titled "Young Homemakers of Our State." It was written by the Turbeville chapter, with music by Clarence J. Hesch, Supervisor of Music, Virginia Department of Education. Revisions were later made by the Eastern Area of YHV, under direction of Lorna Bouldin, Supervisor, Home Economics Education Service.



Young Homemakers of Our State (Virginia)
In Memory of Dr. Clarence J. Hesch

Turbeville

Andante

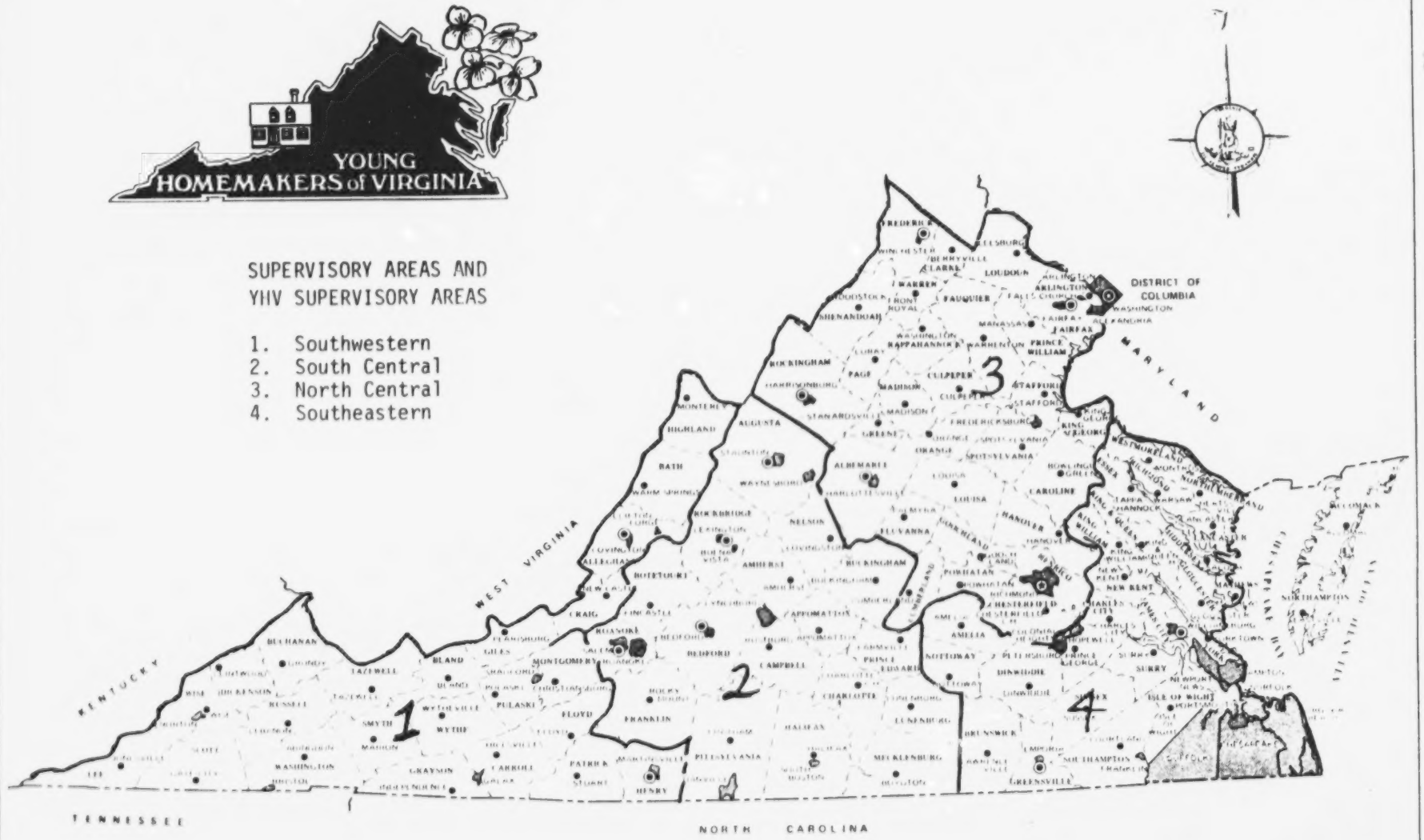
Salone T. Clary

Young Home-mak-ers of our state, Vir-gin-ia has set a Pat-tern of
worth t'ward which we must Al-ways Strive our God is the source of our Be-ing our
Home is a val-ue sub-lime Tra-di-tions are End-less in num-ber our com-mu-ni-ties found-
ed with Pride For these we must work ev-er faith-ful for these are our he-ri-tage
Fine For these are val-ues to cher-ish young Home-mak-ers of our state
These are in-deed ex-alt-ed goals for you for me for us All

YOUNG HOMEMAKERS of VIRGINIA

SUPERVISORY AREAS AND
YHV SUPERVISORY AREAS

1. Southwestern
2. South Central
3. North Central
4. Southeastern



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PART 2: ORGANIZING A YOUNG HOMEMAKERS OF VIRGINIA CHAPTER

Initial Organization

Individuals interested in continuing education activities in home economics may organize a local chapter of YHV. Secondary home economics teachers are encouraged to sponsor local chapters, and any existing chapter will assist in the organization upon request. The following course of action is recommended.

1. Contact one or more local home economics teachers and determine a meeting place, time, and the best means of getting all interested people together. The teacher(s) will gain the necessary approval of their principal(s) and superintendent.

2. Plan a program that will appeal to the interests of a local group.

3. Publicize the meeting. A public announcement in the mass media is recommended; care must be taken to get the message to the entire community, welcoming all interested participants.

4. Select a temporary chairperson and secretary to conduct and record the first meeting in accordance with parliamentary procedure:
   - A motion should be made to organize a Young Homemakers of Virginia chapter.
   - A committee should be appointed to draft by-laws for the chapter. (Refer to the state by-laws for guidance.)
   - A second meeting should be planned.

5. Present a program of interest at the second meeting and conduct the following business:
   - By-laws should be discussed and adopted.
   - Officers should be elected according to by-laws.
   - Committees to plan for programs and meetings should be appointed.

Dues: State membership dues are $2.50 per person per year. Local chapter dues are not comupulsory but recommended as funding for local projects. State association dues are due on April 15; chapters that affiliate after July 30 are charged only $1.25 per member for that year.

Sponsors: The Home Economics Education Service, Virginia Department of Education, sponsors the state association as an important part of its adult home economics education program. Local school divisions sponsor chapters, and home economics teachers who have adult programs serve as advisers, with approval of the principal and superintendent of schools.

Program of Work: The president appoints a committee to work with the program chairperson and adviser in planning the chapter's annual program of work, which is then voted on by the membership. The program of work is used as a guide to planning monthly programs. Suggestions from members should be solicited. In addition, the current YHV Program of Work contains valuable suggestions and a list of references for planning both the program of work and monthly programs.

Program Presentations: Members of the local chapter should take part in planning and presenting programs. The chapter adviser may sometimes present programs, and community resource persons may be invited to speak to the group. Member participation helps promote and maintain interest.

Guidelines for Strengthening Chapters

The following suggestions can be used to strengthen both newly organized or established chapters.

- Members should understand parliamentary procedure and should practice it at each meeting.
- All committees should report regularly to encourage continuous functioning.
- Communication from the area and state organizations should be brought before the members.
- Officers should be encouraged to attend all meetings and to carry out the responsibilities they have accepted.
- Members should greet and express appreciation to visitors and to resource people who contribute to the program.
- Consideration should be given to sponsoring a workshop for members and prospective members, in addition to programs at regular meetings.

Suggestions for Increasing Chapter Membership

Healthy local chapters grow through publicity, cooperation with other community groups, and activities designed to interest prospective members.

- Plan and present interesting, educational, timely programs.
- Encourage each member to bring a guest to special programs.
- Plan and carry out joint activities with the Young Farmers organization and their spouses, as well as other student and community organizations.
- Make contact with interested groups nearby, and invite them to meetings to explain the organization.
- Publicize projects, activities of chapters, and individual accomplishments of members in school and local newspapers, radio, and television, thus informing prospective members of the advantages of belonging to YHV.
- Strive to keep local dues as reasonable as possible.
- Send representatives and officer candidates to area and state meetings.
- Share chapter programs by explaining to others new ideas and information learned.
- Plan a special event and invite any potential members. Use this time to acquaint the guests with the background and purposes of YHV and with the activities and plans of the chapter.
- Plan summer activities, such as family picnics, and invite interested persons.
- Use the brochure *Young Homemakers of Virginia* to introduce the chapter:
  - (a) Present and discuss it with principals and superintendent of the local school division.
  - (b) Send copies to the editor-in-chief and editor of the home or family living section of the local newspaper.
  - (c) Display copies at open houses of school home economics departments.
  - (d) Present copies to graduating seniors.
  - (e) Present copies to school board and Chamber of Commerce members.
  - (f) Display on bulletin boards of community centers.

Role of the Chapter Adviser

The chapter adviser guides the membership in planning and developing the program of work and other activities. It is important to keep in focus the purposes of the YHV organization as the year's work progresses.

- Initiate the organization of YHV activities by the chapter.
- Become thoroughly versed in the history, principles, by-laws, provisions, ceremonies, typical activities, parliamentary procedure, and other essentials of the organization.
- Assist in the plans for securing an effective group of officers.
- Instruct newly elected officers concerning their duties and provide all members with leadership training.
- Assist members in planning a calendar of events. Establish dates of events early in the year.
- Help the chapter...
  (a) Plan for adequate finances,
  (b) Open a checking account, and
  (c) Maintain accurate records and accounts.
- See that YHV chapter meetings are held regularly and conducted according to the by-laws and correct parliamentary procedure.
- Help new members to take part and get into the spirit of YHV activities.
- See that all members become involved, accept responsibilities, and try to do their share. This is an opportunity for leadership training through adult education.
- See that a YHV chapter library is set up and used.
- Conduct chapter executive committee meetings to assist officers with chapter business.
- Encourage participation in area and state activities and conferences. Help members prepare for leadership activities and award participation at all levels of competition.
- Assist individual members and committees in solving problems and with programs and activities.

- See that all ceremonies, initiations, public performances, and displays are carefully planned and creditably executed.
- Keep school administration and the public posted on activities and developments.
- Keep informed of new developments in YHV, and call them to the attention of the members.
- Ensure that chapter meetings and activities serve to develop members' leadership skills.

Steps for Building an Effective Program of Work

The annual program of work is an outline of activities for the year and includes specific goals and the means of accomplishing them. The program of work should be well planned, carefully worded, and representative of the combined thinking of a majority of the members. It should be based primarily on the needs of the members and the chapter, with consideration given to the needs of the sponsoring school and community.

New Chapters: The first annual program of work is extremely important in building a strong chapter.

1. Review as a total chapter the possible activities in which the group might participate.
2. Secure copies of the program of work of the state association and of other chapters. Review for ideas.
3. Decide on several activities that definitely will be included.
4. Develop a list of possible activities.
5. Appoint a program of work committee, and give the committee the preliminary materials as listed by the group. The committee should study suggestions already offered and prepare a tentative program of work, including goals.
6. Have the committee report to the chapter. This report should include a tentative program of work for the year, including special projects. The membership must approve the annual program of work in order for it to be adopted.
7. Put the total program of work in writing.
8. Check the program of work with the chapter adviser.

9. Adopt the program. Appoint permanent committees to be responsible for each major division, assign duties, and set program in motion.

Established Chapters: Established chapters base their programs of work not only on state and local goals, but also on successful past experience.

1. Review last year's program of work at chapter meetings. Try to find out why certain items were successful and others were not. Discuss the present needs of the chapter, its membership, and the needs of the community.

2. Select from last year's program a list of items which should be continued for the present year. Add suggestions and new ideas offered by members.

3. Secure copies of other chapter programs and get ideas on other suitable program items.

4. Adopt new program of work for the year.

Chapter Activities

A beneficial, well rounded program of activities does not just happen. Its development requires thorough thinking and careful planning. Any program of activity developed and implemented by the local chapter should be planned in consideration of the needs of its members and in harmony with available human and community resources.

To provide a broad view of the proposed program, the entire plan must be written down. The regular meetings as governed by the rules or regulations of the chapter should be listed first. Special meetings should be determined by looking ahead to specific, seasonal, community, and family activities.

After the overall schedule of meetings for the year has been agreed upon, it is necessary to begin the actual "shaping up" of the program of work: deciding the what, who, where, when, and how of regular and special meetings falling within the various months. Specific committee and individual assignment should be made and plans developed for following through on assignments.

Suggestions for Planning Effective Programs for Chapter Meetings

Effective programs are the result of careful, detailed planning. They should reflect the purposes of YHV, the needs of the members, and the state emphasis.

The chapter should present at least ten education programs throughout the year.

- Vary the types of programs. Make use of resource people and members, films, panels, demonstrations, and workshops.
- Ask the chapter adviser to help...
  (a) Plan the program.
  (b) Lead discussions on specific topics.
  (c) Secure qualified resource people.
  (d) Secure books, pamphlets, audiovisual materials, and other print/nonprint resources.
- Consider a series of programs in one area to ensure comprehensive coverage of a particular subject.
- Provide resource people with information about the needs and interests of the chapter well in advance of their appearance.
- Appoint individuals to be responsible for preliminary arrangements of the room and any equipment.
- Schedule each program for a definite date, time, and place, and announce well in advance.
- Emphasize individual and home activities to be carried out as a result of the program.

Essentials for a Successful Chapter

The program of work carried on at the local level is the most important phase of the entire chapter structure. Young Homemakers of Virginia depends on local chapters to provide a firm foundation for state and area organizations because it is at the local level that the greatest amount of member participation takes place. To be successful, the local chapter must have the following:

- A challenging program of work
- Capable officers and leaders
- Interested, active, knowledgeable members
- Shared responsibilities
- Proper equipment and records.

PART 3: DEVELOPING LEADERSHIP SKILLS

Young Homemakers of Virginia accepts as one of its responsibilities the development of leadership skills in its members through training and cooperative participation in chapter activities.

Leadership is defined as the ability to inspire or influence the actions of others to make decisions or to move a group to action. Individuals may have different styles of leadership, but most good leaders lead by example; in other words, they model the behavior they wish to see in others. Good leaders develop and display the following qualities.

- ***Respect for the rights and dignity of others:*** Leaders show this respect by soliciting and recognizing the contributions of others, exhibiting trust in group decisions, and supporting the efforts of others to improve their skills.

- ***Acceptance of responsibility:*** Leaders take responsibility for their own actions, show a willingness to get the group started through sound and careful planning, and contribute to (but do not dominate) group discussions.

- ***Ability to interact and communicate with others:*** Leaders listen to other people, making sure they understand what is meant; communicate their own thoughts and feelings clearly; and verbalize the thoughts of a group.

- ***Optimism and enthusiasm:*** Leaders believe that group actions can solve problems and overcome obstacles.

- ***Willingness to work:*** Leaders are industrious, attack tasks alone if necessary, and do their part in group activities. Once a group decision is made, they work to support it without complaint.

- ***Fairness and open-mindedness:*** Leaders listen carefully to the points of view expressed by others and are willing to be convinced by facts contrary to their opinions.

- ***Personal integrity:*** Leaders can be depended on to back up their words with action, to handle group assets in a conscientious manner, and to honor the confidences of others.

Responsibilities of Chapter Officers

Chapter officers are obviously in positions of leadership, and it is their responsibility to promote and encourage the chapter's program of work, to represent the

membership in a professional manner, and to contribute to the development of leadership skills in other members. The following guidelines are offered to assist officers in fulfilling their responsibilities.

- ***Set goals for self-improvement.*** When officers work to improve their own performance, it inspires other individual members and the group to do the same.
- ***Be considerate and polite.*** The words "please" and "thank you" pay liberal dividends when used often. Officers should be careful not only about what they say but how they say it.
- ***Value the group's resources.*** Careful allocation of time and money is essential to chapter success.
- ***Keep commitments.*** Commitments of officers' time and effort should be made only with support of the membership, and once made, must be honored.
- ***Be prompt with appointments and correspondence.*** Officers coming in contact with individuals and groups outside the local chapter show their professionalism by planning their arrival for appointments on time (5 to 15 minutes early is acceptable) and keeping up with correspondence. Give a carbon copy of all correspondence to the chapter adviser.
- ***Remember the names of people.*** Keeping a written record may help. Take special care to pronounce and spell names correctly.
- ***Keep informed.*** Make a point to learn about all areas of vocational education within the school division, about other student organizations, and about local, area, and state activities.
- ***Be helpful to other chapters.*** Officers who visit other chapters should recognize their achievements, offer assistance, and above all, avoid outright criticism of their efforts.

Responsibilities of Chapter Members

YHV chapter members do not have to be officers to exhibit leadership qualities. Showing pride in the organization; knowing its purposes, goals, and objectives; and accepting a share of the responsibility for carrying on chapter business are charactersistics of good members. Above all, the key to successful membership is active, positive participation.

- Be on time for meetings, activities, work assignments, and in payment of dues.

- Be receptive to the opinions of others, participate in group discussion and decision making, and show a willingness to compromise for the benefit of the group.
- Know the purpose of each meeting, and work toward its accomplishment.
- Carry out assignments to the best of personal ability.
- Cooperate with and assist chapter officers in providing leadership to the group.
- Serve on committees.
- Look for and encourage prospective members.
- Keep officers informed of changes of name, address, and telephone number.
- Run for office if time, energy, and ability to lead permit.

CHARACTERISTICS OF LEADERS

POSITIVE	NEGATIVE
Has faith in people and wants to work with them.	Takes the job for the "honor" that one can get out of it.
Has poise and confidence. Speaks in a clear voice and enunciates words clearly.	Fails to understand what a good example means to other YHV members.
Carefully designs the program so the meeting moves with dispatch.	Lets everything go until the last minute, then hopes it will work out.
Shows interest and alertness by attitude, actions, and countenance.	Seems bored, is not alert, whispers to other members, and appears uninterested.
Is democratic in dealing with YHV members.	Dominates, imposes opinions, and forces others into dependence.
Is fair and impartial; does not take sides when presiding.	Shows partiality to one side before getting the facts into the open.
Is patient, optimistic, and gives credit for work done.	Is impatient, sarcastic, pessimistic, critical, and takes the work of others for granted.
Is sensitive to the individual and recognizes individual differences.	Cares about the organization in general, yet does not consider individual differences.
Acts as a helper, umpire, and moderator so that all are encouraged to share in the work of YHV.	Does not notice a loss of interest and fails to watch the group to detect boredom and weariness.
Shows a sense of humor to relieve the tension of a serious meeting.	Has no humor in a meeting; considers business more important than people.

PART 4: ELECTING CHAPTER OFFICERS

Any organization designed to be of lasting value to its members must have competent and aggressive leadership. Duly elected officers provide the leadership for the local YHV chapter. Every officer should be selected for the ability to meet the requirements and perform well the duties of the office.

Below are listed some of the specific duties and responsibilities of officers generally elected to lead the local chapter. Each chapter member should be reasonably certain that his or her choice has the qualifications and the desire to do the job well.

The President

1. Presides over and conducts chapter meetings in accordance with accepted parliamentary procedure.
2. Keeps discussions on the subject.
3. Sees that time limits are observed.
4. Selects and appoints members to serve on committees.
5. Represents the chapter at special events, before civic clubs, and with other organizations.
6. Coordinates and guides the efforts of all chapter officers.
7. Serves as ex-officio member of chapter committees.
8. Consults regularly with adviser on the progress of the chapter's program of work.
9. Determines the need for and calls any necessary special chapter meetings.
10. Promotes energetic activity on the part of chapter members through the display of personal enthusiasm.
11. Exhibits conduct at all times that reflects credit upon the chapter.

The Vice-President

1. Assists the president in the discharge of duties and responsibilities.

2. Presides over chapter and executive committee meetings in the absence of the president.

3. Assumes the full duties and responsibilities of the president should the president be absent for an extended period or leave the chapter.

4. Coordinates and guides the efforts of chapter committees; serves as ex-officio member of all committees.

The Treasurer

1. Receives and accounts for all funds that come into the chapter treasury.

2. Assists in the preparation of a statement of estimated receipts and expenditures for the year.

3. Keeps neat, accurate, and up-to-date financial records.

4. Collects all chapter dues and is responsible for their disbursement to the state executive secretary.

5. Pays out funds on authorization of chapter.

6. Encourages individual chapter members to establish "thrift accounts" or regular savings plans.

7. Protects the financial reputation of the chapter by seeing that its obligations are met promptly.

8. Helps plan and execute the ways and means of providing for chapter income.

9. Assists in preparing monthly statements of receipts and expenditures.

The Secretary

1. Takes down the minutes of all meetings–formal, informal, and called meetings.

2. Records in minutes what is done, not what is said.

3. Records the exact wording of motions, whether they are carried or lost in voting, and records who made the motion; halts proceedings if necessary to get exact wording of motions.

4. Records in the minutes the names of members who are appointed to committees, with the name of the chairperson if designated.

5. Attaches or inserts the treasurer's report in the minutes as read.

6. Records minutes in a permanent format and shows any corrections in the margin.

7. Obtains the signature of the presiding officer on the minutes, with any approved corrections, to complete the record.

The Reporter

1. Seeks, gathers, and classifies all chapter news.

2. Prepares and submits articles for publication in the *YHV Newsletter* and local newspapers.

3. Contacts and acquaints the editors of the local newspaper with the aims and purposes of Young Homemakers of Virginia.

4. Keeps cumulative files of clippings, pictures, charts, copies of special programs, etc., and assists in building the chapter's public relations folder.

5. Prepares and collects news and feature articles of statewide or of national interest and submits them to the *YHV Newsletter.*

6. Assists in planning, collecting, preparing, and arranging materials for chapter exhibits to be used for publicity.

The Historian

1. Serves as chairperson of the Yearbook Committee.

2. Compiles annual records to keep for historical purposes.

The Parliamentarian

1. Makes sure chapter meetings are conducted in an orderly manner, according to parliamentary procedures (Robert's Rules of Order).

2. Enables an assembly to transact business with speed and efficiency.

3. Protects the rights of each individual.

4. Preserves a spirit of harmony within the group.

5. Makes sure the will of the majority is carried and the rights of the minority preserved.

Note: The parliamentarian does not enforce rules but renders interpretations of parliamentary law, thereby aiding the president. It is the president's function to maintain order and conduct the meeting properly.

Chapter Committees

Important events, activities, or programs are usually planned and conducted by a general committee. The chapter president selects the committee chairperson, outlines his or her duties and responsibilties, and appoints committee members. The chairperson assigns tasks to individual committee members and checks the progress of each assignment.

Examples of general committees and their work are as follows.

By-Laws: Conducts a thorough study to determine any needed revisions or additions to the present committee.

Program of Work: Encourages members to work on the state program of work emphasis. Presents suggested programs for the coming year to the members and officers at the February meeting.

Membership: Prepares suggestions on how to increase membership. Plans and sets up an exhibit whenever feasible.

Budget and Finance: Plans a budget for the local chapter for the coming year.

Public Relations: Works with reporter to make certain good coverage is made of chapter meetings by the local media and suggests ways to publicize chapter goals, individual projects, and chapter activities, including work on state emphasis, group projects, and YHV Week.

Yearbook: Collects news releases, pictures, and/or articles that describe activities of individuals, chapter, area, or state; prepares a yearbook containing this material and any other material needed for the permanent records of the organization.

Communications: Collects and compiles news concerning Young Homemakers of Virginia. Publishes a newsletter for chapter members. Sends news articles to the State Vice-President of Publicity for *YHV Newsletter.*

Scholarship: Encourages members to contribute to and apply for the state Hazel DeShield Wilhoite Scholarship fund.

Special Committees

Keep Virginia Beautiful: Plans project for protecting the environment. Compiles information and sends to State Supervisor for area report.

Exhibit: Prepares exhibits and displays. Plans exhibit for state convention or local chapter.

Safety: Plans safety programs and gives safety hints at chapter meetings. Collects and distributes safety materials to members. Plans for safety project in the community.

Honorary Membership: Presents the name of a person to receive honorary membership in the chapter; prepares writeup on the individual selected and presents the award at the chapter meeting. Sees that past honorary members are invited to special meetings and activities.

Resolution: Plans projects and activities to emphasize the state resolution.

Energy: Plans projects and activities on energy conservation.

Convention Publicity: Sends article to newspaper, radio, and television concerning local members attending state convention.

Other: May be appointed as needed.

Summary of Responsibilities of General Committee Chairperson

RESPONSIBILITIES	NOTES
1. Appoint committee members and call them together for a meeting. Call the meeting to order.	1. Committee members should know each other by name.
2. Appoint a secretary of the general committee to take notes of the proceedings.	2. The general chairperson does not have to take notes at the meetings.
3. Explain the overall task or problem to be handled by the committee.	3. Every member must know the total problem.
4. Ask for suggestions from the group.	4. Each person should have a chance to participate.
5. After suggestions are made, summarize each and discuss in detail.	5. Discussion promotes understanding and brings out many new ideas.
6. Have the group reach a decision.	6. Leadership calls for this function. Discussion without action is a waste.
7. Summarize to make sure the group understands what has been decided.	7. This is important to future concerted effort of the committee.
8. Thank members of the group for their help and participation.	8. Efforts to think the problem through warrant recognition.
9. Review notes on the meeting with the committee secretary.	9. Prompt review will help correct or prevent errors.
10. Make reports in duplicate and turn in one copy to the secretary or vice-president, as directed.	10. Committee reports are permanent chapter records.
11. If called upon, make oral report at chapter meeting.	11. Notes should not be necessary unless complex statistics are involved.

Sample Minutes of YHV Chapter Meeting

_____ _____
(Place) (Date)

The regular meeting of the Ourtown Chapter of YHV, held in the YHV Conference Room, was called to order at 7:30 p.m. by the President, _____.	MEETING
Devotions were led by _____.	DEVOTIONS
The following guests were introduced: Ms. Laura Thompson, Personnel Director of Pomery's, and _____, State YHV President.	GUESTS
Fifteen members were present and five were absent.	ROLL CALL
Minutes of the meeting of (date) were approved as read.	MINUTES
The treasurer reported a balance of $84.75.	TREASURER'S REPORT
The following bills were presented: stationery, $2.00; additional copy of *YHV Handbook,* $2.00. On motion by Ann Ray, the bills were approved for payment.	FINANCES/ OLD BUSINESS
Membership Chairperson Alice Rowe reported two new members, Bill Slim and Charlotte Warren.	COMMITTEE REPORTS
The motion by Luke Alton "that a gavel be purchased by the treasurer at the prevailing price" was adopted.	NEW BUSINESS
(Give details of program if one is presented--title, name of speaker, etc.)	PROGRAM
Meeting of all officers was announced for September 23, 7:00 p.m., YHV Conference Room.	ANNOUNCEMENTS
Meeting adjourned at 8:30 p.m.	ADJOURNMENT

Signed: _____

PART 5: CONDUCTING MEETINGS

Parliamentary Procedure

Parliamentary procedure is a method used during formal meetings to ensure an orderly flow of business and the involvement of group members in decision making. When used properly, parliamentary procedure protects the rights of those holding minority opinions while ensuring that the majority rules on issues brought before the group.

While small group or committee meetings may be conducted informally, full YHV chapter meetings should follow the rules of parliamentary procedure. Each chapter should obtain copies of *Robert's Rules of Order, Newly Revised* as a reference. It is the parliamentarian's responsibility to interpret and enforce the rules, but all members should know the basic procedure as outlined in this section.

General Information: The order of business will flow smoothly if members know and act according to these general rules.

1. The presiding officer should be addressed by official title.
2. The presiding officer strikes the gavel once to call the meeting to order and does not begin until the group is quiet.
3. The presiding officer is empowered with control of the meeting and "is in possession of the floor" (is the only one with the right to speak) except when he or she grants the floor to a member at the member's request. Possession always returns to the presiding officer.
4. The person who has the floor addresses all remarks to the presiding officer.
5. The person who has the floor should stand. The presiding officer may remain standing or sit down during long orders of business.
6. To obtain the floor, the member should stand, address the chair (presiding officer), and wait to be recognized before proceeding.
7. To introduce business, the member should obtain the floor and say "I move that..."
8. To request facts or clarification, the member should obtain the floor and say, "I rise to a request for information."

9. To correct a perceived error in procedure, the member should stand and say, "I rise to a point of order," and state the point. The presiding officer rules on the point by saying, "Your point is (is not) well taken," and either corrects the procedure or returns to the business that was interrupted.

Presentation of a Motion: The purpose of a motion is to offer a proposal for consideration or action by the members present. The only correct terminology to introduce a motion is, "I move that ..." The procedure for presentation is as follows:

1. The member rises and addresses the chair.
2. The chair recognizes the speaker.
3. The speaker makes the motion, addressing the presiding officer.
4. Another member seconds the motion (states agreement for consideration) upon request of the chair.
5. The presiding officer states the question (repeats the wording of the motion to the assembly).

Discussion or Debate: After a motion has been made and seconded, the chair calls for discussion or debate on the question. Debate is normally not held unless someone opposes the motion.

1. To keep order during a debate, the chair recognizes members in the following order: member who made the motion, member who has not spoken, member who opposed the motion.
2. Rules of discussion or debate are as follows:
   - All remarks are addressed to the chair.
   - All remarks must be of an impersonal nature.
   - Members may speak no longer than time granted by the by-laws.
3. The discussion or debate is closed by one of the following methods:
   - The chair declares it closed.
   - The chair asks if the group is ready for the question (ready to vote), and a simple majority of those present agree.
   - A member may call for the question. This requires a two-thirds majority agreement.

Voting Methods: The chair may call for a vote to be taken by one of the following methods.

1. ***Acclamation:*** This is a voice vote, with members saying "yes" or "no," or "aye" or "nay."

2. ***Show of hands:*** If the voice vote is close, the chair may ask members to raise their hands or stand and be counted.

3. ***General consent:*** The presiding officer asks for any objections to a motion; if none is voiced, the motion is carried.

4. ***Ballot:*** This type of vote is used if secrecy is desired.

5. ***Roll call:*** Chair asks the secretary to call the roll and record each member's vote as "yes" or "no" on the prevailing question.

Kinds of Votes: Different orders of business call for different kinds of voting results.

1. ***Majority vote:*** One more than half the votes cast carries or defeats the motion. Majority votes are used for general business items.

2. ***Two-thirds majority vote:*** Extraordinary business such as amendments to by-laws call for two-thirds of the votes cast to carry or defeat. A quorum (a majority of active members) must be present. A few parliamentary actions also demand a two-thirds vote.

3. ***Plurality vote:*** This type of vote is used when more than two choices are offered, such as an election with more than two candidates for office. The greatest number of votes cast for one of the choices wins.

Voting Rules: YHV chapters follow these voting rules.

1. ***Change of vote:*** Members may change their votes before the result is announced unless the vote was taken by ballot. Once the ballots are checked, votes are final.

2. ***No voting by proxy:*** One may not cast a vote in any manner for an absent member.

*25 Most Frequently Used Parliamentary Motions**

MOTIONS	PURPOSE	NEEDS A SECOND	AMEND-ABLE	DEBAT-ABLE	VOTE REQUIRED	MAY INTER-RUPT SPEAKER
Principal Motion						
1. A main motion	To introduce business	Yes	Yes	Yes	Majority	No
Subsidiary Motions (arranged in order of procedence)						
2. To postpone indefinitely	To suppress action	Yes	No	Yes	Majority	No
3. To amend or substitute	To modify a motion	Yes	Yes	Yes	Majority	No
4. To amend an amendment	To modify a motion	Yes	No	Yes	Majority	No
5. To refer to committee	To modify a motion	Yes	Yes	Yes	Majority	No
6. To postpone until a certain time	To defer action	Yes	Yes	Yes	Majority	No
7. To limit or extend limits of debate	To modify freedom of debate	Yes	Yes	No	2/3	No
8. To call for previous question	To force into immediate vote	Yes	No	No	2/3	No
9. To lay on the table	To defer action	Yes	No	No	Majority	No
10. To take from table	To consider again	Yes	No	No	Majority	No
11. To reconsider	To consider again	Yes	No	No	Majority	Yes
12. To rescind	To appeal	Yes	Yes	Yes	Majority w/ notice; 2/3 w/o notice	Yes
Incidental Motions (no order of procedence)						
13. To suspend the rules	To take actions contrary to standing rules	Yes	No	No	2/3	No
14. To modify or withdraw a motion	To modify a motion	No	No	No	Majority or unanimous consent	No
15. To divide a motion	To modify a motion	Yes	Yes	Yes	Majority	No
16. To object to consideration	To suppress action	No	No	No	2/3	Yes
17. To raise a point of order	To correct a parliamentary error	No	No	No	Decision of chair	Yes
18. To call for a division of the house	To correct or reverse the chair	No	No	No	Majority if chair desires	Yes
19. To appeal a decision of the chair	To correct or reverse the chair	Yes	No	No	Majority	Yes
Privileged Motions (arranged in order of procedence)						
20. Call for the order of the day	To force consideration of a postponed action	No	No	No	Decision of chair	Yes
21. Make a matter of special order	To force consideration of a specified time	Yes	Yes	Yes	2/3	No
22. Raise a question of privilege	To make a request during debate	No	No	No	Decision of chair	Yes
23. Take recess	To dismiss meeting for specific length of time	Yes	Yes	No	Majority	Yes
24. Adjourn	To dismiss the meeting	Yes	No	No	Majority	No
25. Adjourn to a specific time	To arrange time of next meeting	Yes	Yes	No	Majority	No

*Based on *Robert's Rules of Order.*

Sample Parliamentary Procedure Test

1. Match the following parliamentary terms with the rules governing them by placing the letter designating the rule in column 2 in front of the term in column 1.

____ Appeal	a. Opens main question to debate
____ Close debate	b. Undebatable and cannot be amended
____ Orders of the day	c. Cannot be amended, but opens debate on the main question
____ Refer	d. Undebatable, but requires a 2/3 vote to adopt
____ Suspend rules	e. Undebatable, cannot be amended or reconsidered, and requires a 2/3 vote
____ Lay on table	f. Cannot be amended and is in order when another has the floor. The chair is sustained if the vote results in a tie.
____ Postpone indefinitely	g. Undebatable and cannot be amended, does not require a second. It is in order when another has the floor.

Give brief answers to the following questions.

2. What constitutes a quorum?

3. What are the four classes of motions?

   a. c.
   b. d.

4. Which class of motions is used most frequently?

5. In voting, what constitutes a majority?

6. Which classes of motions may be debated?

7. Which motions require a vote?

8. Which motions require a second vote?

9. What class of motion can interrupt a speaker?

10. What is a privileged motion?

Parliamentary Procedure Test (Continued)

Circle the T if the statement is true; circle the F if the statement is false.

11. T F In case of an infraction of the rules by the chair or other member, the one who detects the error rises while another has the floor and states, Madam (Mr.) President, I rise to a point of order."

12. T F After a motion has been made and seconded, it is necessary for the chair to restate the motion twice before voting on the motion.

13. T F The person who made the motion may withdraw it only with consent of the person who seconded the motion.

14. T F The chair may require motions and amendments to be made in writing.

15. T F Once collected, a ballot vote cannot be changed.

Conduct of the Meeting

Order of Business: A quorum must be present at meetings where business is transacted committing the group to a policy or action. Once the parliamentarian establishes that a quorum is present, the order of business proceeds as follows:

1. Call for order by presiding officer
2. Opening exercises (optional)
3. Reading of minutes of previous meeting by the secretary (may be omitted by motion)
4. Call for corrections to minutes
5. Approval of minutes as read or corrected
6. Reports by officers that do not call for action
   - Corresponding secretary
   - Treasurer
   - Others
7. Reports by executive or standing committees
8. Reports by special committees
9. Any unfinished business
10. New business
    - Communications requiring action
    - Bills presented
    - Other new business
11. Program presented by program committee
12. Call for further business
13. Call for motion of adjournment
14. Adjournment.

Guidelines for the Presiding Officer: The presiding officer has the responsibility of seeing that the meeting is conducted smoothly and in an orderly manner. The following guidelines will help.

1. Begin the meeting on time. Members will make an effort to be prompt if they know the chair enforces the specified starting time.

2. Be sure a quorum is present before beginning the business portion of the meeting.

3. Always keep the meeting under control Limit the debate on the part of any one individual, and keep the group on the subject. Use the gavel of authority when necessary.

4. Conduct the meeting according to parliamentary rules.

5. Refer to officers (including self) by official title: "the secretary," "the chair," etc.

6. Stand when presenting business or directing the group in action. It is permissible to sit while the business in being transacted or while matters are under discussion on the floor.

7. Be impartial.

8. To enter debate or make a motion, leave the chair and talk from the floor. The presiding officer may give information, but not opinions, while in the chair. Leaving the chair means that the presiding officer is speaking strictly as a member of the group, not the leader.

9. Turn the meeting over to the vice-president or other designated person before leaving the chair.

10. Remember that if a member wants to suspend the regular order of business, it must be done by formal motion and be carried by two-thirds vote.

11. Recognize any member who wishes to speak, provided the request is according to parliamentary rules.

12. Do not permit discussion until a motion is made, seconded, and stated by the chair.

13. Require all remarks to be addressed to the chair. Do not permit members to discuss the question among themselves or to address questions or remarks to each other.

14. State a motion clearly and, prior to a vote, be sure that all members understand the motion upon which they are voting.

15. Announce the vote and the result of the vote.

16. Refrain from voting except to break a tie.

17. Permit the vice-president, or maker of the motion, to put a question to vote if the question concerns only the president.

18. Have agenda written out in the standard order of business.

PART 6: KEEPING CHAPTER RECORDS

Young Homemakers of Virginia chapter files should be set up in the home economics department of the sponsoring school. The files are maintained by the adviser, but should be easily accessible to officers and members. For ease in locating documents, an alphabetical filing system is recommended.

Storage should be provided for permanent and temporary files. Temporary files must be revised as needed and outdated materials discarded regularly. Annual records are kept for five years. Permanent records include the following:

- History of chapter
- Secretary's minutes
- Yearbooks
- List of honorary members and their addresses
- List of scholarship winners for past years
- All applications
- Copies of annual reports
- Miscellaneous correspondence
- State files:
  (a) Convention
  (b) Growth and development
  (c) Keep Virginia Beautiful project
  (d) Safety award
  (e) Other awards and recognitions.

Serious changes in the chapter or local school division may mean that the files must be moved. If the chapter adviser leaves or retires, the files then come under the care of the new adviser. If the school moves, the records are forwarded to the home economics department at the new location. If the school closes or the chapter disbands, all files should be sent to the home economics area supervisor.

The YHV files in the home economics department should also include the following readily available items:

- Affiliation forms

- Annual summary
- Correspondence, schedules, and records pertaining to area and state meetings
- Committee reports
- State, area, and chapter constitutions
- Handbook
- Membership list (names, addresses, and telephone numbers of all chapter members)
- Officer candidate forms
- Names and addresses of state, area, and local officers
- Materials for state and area officers if the chapter has such an officer in the membership
- Program of work (both chapter and state)
- Special forms and information from the state office
- Newsletters
- Officer folders.

Officers' Folders: Each chapter officer should have a folder in the file with records and information pertaining to that office.

1. President
   - Correspondence from the state office and state and area officers
   - Handbook
   - Membership list
   - Parliamentary procedure materials
   - Chapter program plans
   - Names and addresses of state, area, and local officers
2. Vice-President
   - Handbook
   - Membership list
   - Parliamentary procedure tips
   - Chapter program plans

3. Secretary
   - Attendance record
   - Handbook
   - Membership list
   - Minutes of meetings
   - Names and addresses of state, area, and local officers

4. Treasurer
   - Budget
   - Checkbook
   - Handbook
   - Income and expenditure records
   - Membership list

5. Reporter
   - Handbook
   - Membership list
   - Publicity addresses (local newspaper, radio and television stations)
   - Publicity releases

6. Historian
   - Copies of area and state programs
   - Award certificates
   - Handbook
   - Membership list
   - Newsletters
   - Photographs of activities
   - Publicity clippings
   - Other materials of a historical nature

PART 7: DEVELOPING A PUBLIC RELATIONS PROGRAM

A good public relations program is vital to the growth and development of the YHV chapter. A common misconception is that public relations consists only of publicity in the mass media--newspaper, radio, and television. Although this type of publicity is valuable, public relations is a broader concept that involves any contact or communication with people outside the chapter. This contact includes the area and state YHV organizations, other local chapters, chapter program and project participants from the community, school staff and students, prospective members, civic organizations, and individuals interested in chapter personnel or activities. The communication may be in the form of conversation, prepared speeches, correspondence, pictures, brochures, printed announcements, new articles, radio and television programs or spot announcements, or exhibits. Although the chapter has a public relations committee to plan and carry through formal publicity, every member has a responsibility to perform good public relations for Young Homemakers of Virginia.

Publicity Through the Media

The media includes the local newspapers, radio and television stations, and the *YHV Newsletter.* Commercial media accept both news and paid advertisements, and radio and TV stations have requirements for public service that organizations can take advantage of.

Newspaper Articles: News of the YHV chapter, its members, and its activities is of legitimate interest to the community newspaper. Newspapers serving rural areas, small communities, or local areas within a metropolitan area will often give more room to chapter news than will a large city newspaper, but all will accept well written articles outlining activities or awards. The chairperson of the public relations committee should contact and acquaint local editors with the organization so they will be interested in publishing its news. Newspaper staff members can be invited to meetings with programs of special interest, but it is more effective for the chapter to originate the article. The following guidelines will aid in creating a well written article.

1. **Make it complete.** The first sentence and paragraph of a news story is called the lead. The lead paragraph should

contain the *who, what, where, when, why,* and *how* of the event. It is important to include all vital information in the first few sentences so that the editor who is concerned with space can chop the article if necessary and not lose important facts. In sentences or paragraphs following the lead, try to include reference to the purposes and function of the organization.

2. **Make it correct.** Check all the facts and make sure that the names, correctly spelled, of all participants are included. Write the article in the third person. Never insert personal opinion into the news. Ask the adviser to check the article for correct grammar, spelling, and information. Type the article neatly, double-spaced, with no headline, and display the writer's name, address, chapter name, school name, and telephone number for the editor's information.

3. **Make it clear.** Normally, short words are better than long words and short sentences are better than long ones. Make sure that the contents of the article cannot be misunderstood. Refer to the organization as Young Homemakers of Virginia, not YHV, and to the local group as the chapter, not the club. Include the adviser's name, reference to the home economics department, and the name of the school. If quotations are used, identify the speakers clearly.

4. **Make it concise.** Do not include insignificant information or repeat facts already stated in the article. Stick to the main point; for example, if the purpose of the story is to describe a program just held, do not try to focus the article on events to come.

5. **Make it considerate.** Consider the reader by making the article complete, correct, clear, concise, and interesting to the general public.

6. **Make it timely.** Announce special events ahead of time and follow up with detailed articles. Follow the editor's directions about scheduling submission of stories. Contact the editor ahead of time if a photographer is desired.

YHV Newsletter Articles: Well written news articles in the *YHV Newsletter* may stimulate the interest of other chapters in attempting similar activities. Follow the guidelines for newspaper articles to ensure the best presentation of the chapter's special events.

Photographs: Pictures add interest to articles and tell a story of their own. Good pictures do not require either a professional photographer or expensive equipment, but newspapers have standards for photographs just as they have

standards for articles. The following guidelines will help to make sure effective pictures are published along with articles about the chapter.

1. Pictures should be taken with black and white film, printed on glossy paper, and preferably sized to 8 by 10 inches.

2. Action shots are much better than posed pictures. For example, if the story is about a newly elected officer, the picture should show person doing something connected with the duties of the office. If the photo pictures a group activity, have one center of interest, and include only the people needed to tell the story.

3. Take multiple shots and select one that best tells the story.

4. Check equipment carefully to ensure that pictures will be in sharp focus.

5. Always include a caption with a picture submitted for publication. The caption should identify each person pictured (by name and title) from left to right and say what he or she is doing. Type the caption on a sheet of paper and attach it to the bottom of the picture by taping it to the back. Do not paste the caption on the back of the photograph, and never write on the front or the back.

6. Submit the picture along with the article.

7. Prepare the participants for the arrival of a newspaper or other professional photographer.

8. Leave the selection of people to appear and the composition of the picture up to the photographer; it is the job of the professional to capture the most effective shots.

9. If there is a rehearsal for a special event, consider inviting the photographer and having pictures made in a more relaxed environment. This will also ensure that the picture and article are published sooner.

Of course, pictures do not have to appear in the newspaper to be valuable in publicizing the chapter and its activities. Put them, suitably captioned, on bulletin boards and in exhibits for others to see. Also, file copies with the historian.

Sample Newspaper Article Announcing an Upcoming Event

The Northside Chapter of Young Homemakers of Virginia will sponsor a slide presentation on home energy conservation on Wednesday, January 14, at 7:30 p.m. in the library of North High School. The Chapter invites the public to attend.

Arthur Brown, Public Relations Specialist, Virginia Power Company, will present the slide program and answer questions relating to energy costs and conservation. He will be assisted in the program by Chapter members James Hall, Mary Ann Johnson, and Dorothy Thompson.

The program is one of a series on energy awareness jointly sponsored by local chapters of Young Homemakers of Virginia and Future Homemakers of America. The Northside Chapter of Young Homemakers of Virginia is advised by Jane Ashley, home economics teacher at North High School, and sponsored by the Hanes County Public Schools and the Home Economics Education Service, Virginia Department of Education.

Radio/Television: Radio and television present unique opportunities for interpreting the YHV program to the public. Managers of local stations welcome well planned and well executed educational programs, but these media can also be used for spot announcements of upcoming events. The local cable public access channel is a relatively new medium for publicizing activities and programs of interest to the public. Announcements can be sent in writing to radio or TV stations to be read on the air by station personnel as a public service. Radio programs are usually recorded on cassette tape and TV programs on videotape; live performances or interviews take a great deal of practice and confidence to be effective.

If the school division offers a vocational program in Radio/TV Production, the chapter adviser may work with the instructor to arrange taping as a project for the class. Chapter members participating in the program are under direction by the instructor or student director. Rehearsals and exact timing are crucial. Planned programs may include dialogue, descriptions of work done, skits, or a series of action pictures with narrated captions.

The adviser or president should consult the local station manager early and plan the date, time, and type of program to be presented. Programs can range from a panel discussion on money management or the benefits of YHV membership to skits illustrating solutions to various family problems, a demonstration of backyard fireplace construction, or narrated pictures of attractive table arrangements.

Following the guidelines listed below will help ensure that spot announcements of the chapter's programs and activities get on the air on local radio and television stations.

1. Type each announcement on a separate page.
2. Send at least two copies of each announcement.
3. Double space and leave wide margins.
4. Identify the spot at the top of the page as shown in the sample.
5. If the spot is recorded on audio tape, include a typed identification and text of the announcement.
6. If the package consists of slides or filmstrip, identify each slide or frame by number and title. Indicate if they are to be used with written or taped spots.

Suggested Format for 30-Second Radio Spot Announcement

30-second spot announcement
Young Homemakers of Virginia
Use from _____ to _____ (dates)

Contact: (Name)
(Address)
(Phone number)

On (date), (name of speaker) of (name of firm, agency, or group) spoke to the members of the _____ Chapter of Young Homemakers of Virginia at _____ High School on (title or subject of program).

The speaker stressed: (short ideas)

1. _____
2. _____
3. _____
4. _____

Mr./Ms. _____ provided (type of informational materials) to those attending the program.

Young Homemakers of Virginia welcomes as members men and women of all ages who are interested in enriching family life and developing creative leadership skills for the home and community. Please contact (name of adviser), (phone number) or (name of president), (name of chapter), (phone number).

Sample Script for Radio/TV Program Panel Discussion on Young Homemakers of Virginia

Time:

Participants: Moderator and four members

Moderator: Young Homemakers of Virginia is an organization of men and women who wish to develop individual and group initiative designed to enrich family life. Today, members of the _____ Chapter will discuss our goals, our projects, and some of our activities. Members who will participate in our discussion are _____.

(Moderator asks questions of each member):

_____, as a member of _____ Chapter, what have you gained through membership in Young Homemakers of Virginia?

Member 1: I think that the most important benefit to me has been the opportunity to develop leadership qualities: to become more responsible, to have confidence in my feelings and opinions, to become better informed. I've learned these things through support of the members, who were willing to give me responsibilities and depend on me to do what I promised. Also, leadership training is an important aspect of Young Homemakers.

Moderator: _____, who may join the Young Homemakers of Virginia?

Member 2: Any person who wishes to engage in educational activities, broaden their experiences, and keep up to date with new developments in the field of home economics and family living. The organization is open to adult men and women of all ages.

Moderator: Suppose there are people who would like to join the Young Homemakers of Virginia and find there is no chapter close to their homes. Tell us how are these chapters organized and who sponsors them, _____.

Member 3: The Young Homemakers of Virginia organization is sponsored by the Home Economic Education Service, Virginia Department of Education. The adviser is a local home economics teacher. Any group of homemakers interested in continuing education activities in the field of home economics should first contact the home economics teacher and make plans for a meeting place and the

best means of getting all interested people together. A local chapter of Young Farmers is an excellent source of organizational help, as is any existing Young Homemakers chapter. Also, other community groups may help in informing others about the establishment of a new chapter.

Moderator: Chapters usually hold one meeting a month with a planned program. _____, where are the meetings held?

Member 4: Chapter meetings are usually held in the home economics department of the local high school; however, the chapter may meet in a member's home, a community center, or other facility for a special program.

Moderator: Who plans the program, _____?

Member 1: Members of the local chapter should take part in planning and giving the program.

Moderator: Do you have resource people?

Member 1: Yes. Of course, at the top of the list is the local home economics teacher. In our chapter, people from Public Health, a local bank, Virginia Power, social services, and a law firm have helped us with programs in just the past year. Also, there are members of our chapter and others in the community with special talents who have contributed to programs.

Moderator: _____, could you discuss some of the activities your chapter has held that have been helpful to you?

Member 2: There were three areas of activity that helped me. First, financial planning, which included the new tax law applications and practical exercises in setting individual and family financial goals. Second, health, which consisted of a first aid course and CPR certification. Finally, I especially liked a series of programs on communication styles and techniques; the home assignments were very helpful for my family.

Moderator: _____, I believe you are one of our newest members. Would you tell us what has been of most interest to you and how you came to join Young Homemakers?

Member 3: I was a newcomer to the community, and a YHV member asked me to attend a meeting. In addition to the formal programs, which have been very helpful, I have been most interested to find that the members of our group are so well informed about the community. They have given me facts about local medical care, schools, job opportunities, home maintenance and repair services, organized activities for children, stores, and restaurants. This kind of help is invaluable for a new resident.

Moderator: _____, as president of the Chapter, please explain how our programs and activities are planned for the year.

Member 4: The president appoints a program planning committee to work with the president and the adviser. The committee gets suggestions from the membership and then establishes a tentative program of work for the year based on these needs and interests. The programs are educational and designed to strenghten and enrich family life. The chapter approves the program of work. For this year, our programs are centered around energy conservation, family finance, and family relationships.

Moderator: How do these programs relate to the goals and purposes of our organization, _____?

Member 1: The real purpose of our program is to work toward improving home and family living. The areas of work that are chosen will contribute to the furthering of the goals and purposes of the state organization.

Moderator: _____, what are some of the other important goals of Young Homemakers?

Member 2: We work toward becoming better, more informed citizens and helping our families achieve this goal also, thus improving our community.

Moderator: Having served on state committees and having attended the state conference, would you tell us something about the Young Homemakers of Virginia state association?

Member 2: We have ____ affiliated chapters with a total membership of ____. The annual conference serves to unify the chapters, recognize outstanding individuals and chapters, and assign a focus to the work of state, area, and local groups for the coming year.

Moderator: The motto of the Young Homemakers of Virginia is "Enriching Family Life." We feel, as members, that we are proud of the profession of homemaker, and that our organization provides us with knowledge and opportunities to improve ourselves and to preserve and strengthen home and family life.

Publicity Through Exhibits

Exhibits may be set up in store windows, community fairs, school or department open houses, malls, at banquets, or at parent-teacher meetings. They are an excellent public relations tool if set up to illustrate the Young Homemakers program in an eye-catching, artistic manner. All exhibits should...

- Tell a simple story about some phase of the Young Homemakers program of work
- Have one predominant idea rather than several
- Display written matter that is legible from a distance
- Be in proportion to the size of the booth
- Be well organized
- Carry out art principles
- Be attended by individuals who can explain the exhibit and answer questions.

The following guidelines can help in the design and setup of an exhibit that meets these criteria.

1. Make the exhibit attractive by applying the principles of art, primarily proportion and balance. Arrange tall items in the back and short items in the front. Have a center of interest and arrange it so that it is the first thing people see when they glance at the exhibit. Choose colors that complement each other and that capture attention.

2. Choose a central theme. Do not try to explain every aspect of the program or chapter. Keep the exhibit uncluttered.

3. Use the same type of lettering throughout. Size can vary, as can the use of upper and lower case. Make sure the lettering is neat, legible and sized to be read from a distance. Keep the amount of written material to a minimum.

4. Use real objects whenever possible. When this is not feasible, try mounted photographs, slide prints, graphs, charts, and graphic designs, all of which are more interesting than written material. Make sure all material is fresh and clean.

Public Relations Through Social Diplomacy

Social behavior toward guests at meetings and other community members is a most important aspect of public relations. Confident social behavior takes

practice, but people are impressed by those who are thoughtful and tactful in their dealings with others. The following points are suggested.

1. Meet guests at the door, smile, make introductions if necessary, offer to take their coats and packages, and escort them to the meeting room.

2. Make guests feel welcome. Introduce them to other members of the group. Call them by name when addressing them. Include them in conversation by asking their opinions or asking them an impersonal question, and listen carefully to the answer. Thank them for coming and for their contributions to the group.

3. If food is served at the meeting, make a special effort to serve it attractively. Using an appropriate centerpiece on the table is one way to let guests know that this is a special occasion.

4. Write thank-you notes for services rendered to the chapter.

Public Relations Through Correspondence

Chapter business calls for correspondence on many occasions. Although the secretary may originate correspondence dealing with ordinary business, other members may also be called upon to write letters representing the group. Some of these are considered social in nature. While the purpose of most correspondence is not public relations in its strictest sense, there is a definite link between the correctness and style of written communication and the public image of a group.

Business Letters: Letters written for the purpose of conducting business should follow the same "five Cs" as used when writing news articles: they should be complete, correct, clear, concise, and considerate. There are many suitable formats for business letters, but the best is probably the most simple. The following suggestions should help.

1. The most important points in a letter should appear at the beginning and end of the body; explanatory information should be placed in the middle.

2. Make the letter as brief as possible, but be sure to cover all essential facts.

3. State the facts simply and in a straightforward manner. Use short words and sentences.

4. Use "please" and "thank you" when making a written request.

5. If the letter concerns a complaint (late shipment of goods, defective merchandise, etc.), be polite but firm, and do not apologize for complaining. State a time limit for satisfactory completion of business.

6. Include all the standard components: outside and inside addresses, salutation, body, complimentary closing, and signature. If the letter is written on letterhead, the outside address is omitted with the exception of the date.

7. Include the titles of both the recipient and the writer.

8. Give a copy of all correspondence to the chapter adviser.

9. The block left format, as illustrated in the following example, is the most simple correct format for a business letter.

Sample Business Letter

425 James Avenue
Richmond, Virginia 23216
September 19, 19__

Miss Jane Smith
President, North High School Chapter
Future Homemakers of America
North High School
501 Ninth Avenue
Richmond, Virginia 23219

Dear Miss Smith:

Thank you for your interest in the Young Homemakers of Virginia and for your invitation by telephone to participate in your chapter's November program. I will be pleased to take part in the panel discussion on community child care facilities to be held Tuesday, November 23, at 3:45 p.m. in Room 104.

In response to your request, I will bring with me copies of the study of a number of day care agencies conducted by our chapter last year. I believe your members may find the information helpful.

Thank you again, and I look forward to meeting you and your fellow YHV members on November 23.

Sincerely,

Anne Johnson
Vice-President

cc: Kathryn Brown, Adviser

Letters of Appreciation: Letters thanking an individual or group for any type of contribution should relect genuine sincerity and honest gratitude. The tone of this type of letter should be one of friendly informality, but because the letter is from a group, not the individual writer, the tone should remain impersonal.

Sample Letter of Appreciation

425 Cramer Avenue
Roanoke, Virginia 24019
June 26, 19__

Ms. Elizabeth Kingery
101 North Pexton Street
Roanoke, Virginia 24012

Dear Ms. Kingery:

The Central Area Young Homemakers of Virginia appreciates your inspiring remarks made at its area convention. The members of the organization will long remember your message as having contributed immeasurably to the success of the meeting.

As president, I appreciate sincerely your kindness in agreeing to speak. I hope that our organization will be honored again at some future convention by your presence on the speakers' platform.

Thanks for taking your time to be with us.

Sincerely,

Shirley W. Hinchee
President
South-Central Area
Young Homemakers of Virginia

Letters Written in Case of Illness: The tone of these letters is necessarily more personal than the two previously discussed, but depends primarily on the degree of acquaintance between the writer and the recipient. Express an optimistic hope for a quick recovery, but avoid glib attempts at cheerfulness.

Sample Letter Sent in Case of Illness

4251 Cove Road
Norfolk, Virginia 24052
March 15, 19__

Mrs. Joan Smith
Room 1216
Norfolk General Hospital
Norfolk, Virginia 24003

Dear Mrs. Smith:

Word of your illness has just reached me, and I want to send you my best wishes for your quick return to health.

All your many friends will be sorry to learn that you must spend the next few weeks in the hospital. I hope it helps some to know that you have a host of well wishers.

When you return home and are well enough to have visitors, I'll be over to see you. In the meantime, please let me know if I can attend to anything for you. I'll be delighted to help in any way that I can.

Here's hoping the next few weeks will pass quickly for you and that you'll be back home again in record time.

Sincerely yours,

Joyce C. Todd

Letters Expressing Sympathy: Sincerity and tact are the most important qualities of any letter expressing sympathy. Avoid words or sentiments that could distress the reader. Do not philosophize upon the meaning of death or quote scripture or poetry. A letter of condolence should not be long and involved, but the length is based on (a) the degree of friendship between writer and reader, (b) the situation that prompts the letter, and (c) the taste and temperament of the reader.

Sample Letter of Condolence

2203 Southside Drive
Blacksburg, Virginia 24016
April 16, 19__

Mr. Harry N. Jones
5526 Westover Drive
Blacksburg, Virginia 24016

Dear Mr. Jones:

Every member of the Ourtown Chapter of Young Homemakers of Virginia was shocked and saddened at the death of Mrs. Jones.

Though the expression of sympathy is a small consolation, even when it springs from the hearts of those who share your sorrow, I want you to know how keenly the loss of Mrs. Jones is felt by everyone here. I do not need to tell you of the respect and admiration in which she was held by all who worked with her.

Other members in the chapter join me in this expression of our deep sympathy. We wish only that it were in our power to alleviate the sadness that has come to you and your family.

Sincerely yours,

(Mrs.) Kathy Cook
President
Ourtown Chapter
Young Homemakers of Virginia

PART 8: RECOGNIZING OUTSTANDING MEMBERS AND CHAPTERS

Recognition of outstanding individual members and chapters is an important part of the Young Homemakers of Virginia tradition. This section outlines the criteria for these awards.

Criteria for Recognizing Individuals

Outstanding Member of the Year--Local Chapter: The chapter's outstanding member of the year is nominated and selected according to the same criteria as are used to select an area or state winner. Points are awarded according to the following: the individual's goals, the ways in which they were accomplished, and the help received from others; involvement in area and state activities; benefits gained through projects designed to achieve goals; and a written narrative and documentation report. The Outstanding YHV member is nominated by the membership and selected by a chapter committee. The member's name and written report are then forwarded to the state supervisor for consideration as outstanding area member. The individual:

1. Has been a member of YHV for at least one year prior to receiving the nomination.
2. Is an active member, having attended and participated in the majority of the meetings of the chapter.
3. Has made a contribution to the progress of the chapter in helping to carry out its goals for the year.
4. Has set personal goals and has planned and carried out projects to attain them.
5. Supplies the information asked for on the rating sheet for this award. Pictures of activities may be included (and are returned upon request).

Outstanding Member of the Year--Area and State: The criteria previously stated is the basis for this award. The area committee must receive the nominee's application in a written report, supplemented with pictures if possible.

A nominee from each chapter may be submitted to an area for selection of the Area Outstanding YHV Member. This award will be made at the area conference.

The area winner's written report will be sent to the state office. It is the area winner's responsibility to secure five copies of the report for judging at the state level.

On the state level, the area winners are judged by a committee consisting of a State Department employee, a business person, a vocational director, a local supervisor, and a college educator.

The state award is presented at the state conference.

Home Economics Education Service
Virginia Department of Education
Richmond, Virginia 23216

Young Homemakers of Virginia Outstanding Member Award Rating Sheet

Name _____ Chapter _____

Maximum Points	Criteria	Member's Points
20	Goals: Content and purpose must relate to current Program of Work	
25	How goals were accomplished in relation to current Program of Work	
10	Help received from family, area, state, and chapter	
10	Involvement on the area and state levels of YHV this year	
25	Personal growth and family enrichment (benefits gained from project)	
10	Written narrative of activities in developing and reaching project goals: pictures, clippings, and newspaper articles	
100	TOTAL POINTS	

COMMENTS:

Suggested Chapter Publicity for Outstanding Member of the Year Award Area or State Winner

For release after award is presented:

_____ YHV Chapter

_____ Adviser

_____ Home Telephone Number

_____ Release Date

_____, of _____, Virginia was the recipient of the Young Homemakers of Virginia Oustanding Member of the Year for the _____ Area (or state). This is the top award given to an individual member in the area (state).

In receiving this award, _____ was recognized for outstanding contributions to his/her home, family, and community and to the local and area (state) Young Homemakers organization. _____ has exemplified a keen interest in the welfare of the family and the improvement of home and family life.

As a leader in the local Young Homemakers of Virginia chapter at _____, _____ has assumed the following responsibilities. (List.)

Criteria for Selecting Individuals to Receive Honorary Membership

Honorary memberships in Young Homemakers of Virginia are awarded at the chapter, area, and state levels.

Local and Area Memberships: The recipient is outstanding in one or more of the following ways.

- Understands the goals and accomplishments of the YHV organization and helps others to understand these goals
- Participates actively in helping to plan and carry out the YHV program, including chapter projects of importance.
- Participates effectively in and promotes community activities that contribute to better family life
- Has contributed to developing a good public relations program in the Young Homemakers of Virginia organization.

State Honorary Membership: It is recommended that candidates for state honorary membership be chosen honorary area members prior to their nomination. Individuals who have demonstrated support and assistance toward the advancement of the state YHV organization may be nominated and selected as honorary state members.

Criteria for Selecting Scholarship Recipients

The Hazel DeShield Wilhoite State Scholarship is awarded in memory of a former Executive Secretary of Young Homemakers of Virginia and Associate Director of the Home Economics Education Service. It is given each year to an outstanding member of YHV who wishes to continue formal education in any professional field. Applications are submitted to the State Scholarship Committee, which, assisted by a state supervisor who serves as consultant, selects both a winner and an alternate each year. The scholarship winner is announced at the state conference.

Applicants for the scholarship must meet the criteria as stated on the rating form that follows.

Home Economics Education
Virginia Department of Education
Richmond, Virginia 23216

Young Homemakers of Virginia
Hazel DeShield Wilhoite State Scholarship
Award Rating Sheet

_____ _____

Name Chapter

Maximum Points	Criteria	Points Received
10	Has been an active YHV member for one year (5 points); two or more years (10 points)	
20	Reason for applying and how scholarship will be used	
5	Has attended one state convention	-
5	Has attended one area meeting	
15	Scholarship application submitted on time, complete, and in good order	
20	Special involvement on local, area, and state levels	
25	Expected benefit of applicant's use of scholarship to self, family, chapter, and community	
100	TOTAL	

COMMENTS:

Home Economics Education
Virginia Department of Education
Richmond, Virginia 23216

Young Homemakers of Virginia Outstanding Chapter Award Rating Sheet

Chapter _____ _____ Date _____
Adviser _____
President _____

Requirements Checklist	Supporting Documentation	Check (√)	Possible Points	Chapter Self-Rating	Committee Rating
The chapter: 1. Submitted all affiliation forms to Executive Secretary and sent annual dues in between 2/1 and 4/15	Dates are posted on receipt in state office.	____	10	____	____
2. Adopted a Program of Work (POW) emphasis	Name of POW:	____	10	____	____
3. Held 10 chapter meetings during the year	Attach schedule.	____	10	____	____
4. Presented 8 educational chapter programs	Attach program descriptions.	____	8	____	____
5. Had average of 2 guests per meeting		____	2	____	____
6. Increased membership		____	2	____	____
7. Increased membership by 5		____	5	____	____
8. Planned regular monthly programs in February		____	5	____	____
9. Appointed chairperson of POW	Name of chairperson:	____	3	____	____
10. Was represented on area committee	Name of representative:	____	2	____	____
11. Had area officer candidate	Name of candidate:	____	2	____	____
12. Had area officer	Name of officer:	____	4	____	____

Requirements Checklist	Supporting Documentation	Check (√)	Possible Points	Chapter Self-Rating	Committee Rating
The chapter:					
13. Sent 5 or more members to area convention	Attach names.	____	5	____	____
14. Was represented at all area functions	Attach names of those attending.	____	4	____	____
15. Was represented on a state committee	Name of representative:	____	1	____	____
16. Had a state officer candidate	Name of candidate:	____	5	____	____
17. Had a state officer	Name of officer:	____	5	____	____
18. Had members attend the state convention	Attach names.	____	5	____	____
19. Had 5 or more members attend state convention	Attach names.	____	5	____	____
20. Submitted application for Outstanding YHV member award	Name of candidate:	____	5	____	____
21. Contributed to scholarship fund	Amount:	____	5	____	____
22. Appointed safety chairperson	Name of chairperson:	____	2	____	____
23. Carried out safety project and completed report for award	Name of project:	____	5	____	____
24. Appointed Keep Virginia Beautiful chairperson	Name of chairperson:	____	2	____	____
25. Carried out Keep Virginia Beautiful project and completed report for award	Name of project:	____	5	____	____
26. Appointed energy conservation chairperson	Name of chairperson:	____	2	____	____
27. Carried out energy conservation project	Name of project:	____	2	____	____
28. Appointed chairperson of YHV Week	Name of chairperson:	____	2	____	____

Requirements Checklist	Supporting Documentation	Check (√)	Possible Points	Chapter Self-Rating	Committee Rating
The chapter:					
29. Observed YHV Week vities.	Attach report of activities.	____	8	____	____
30. Held special workshop or meetings dealing with problems related to improving family life	Attach program description(s).	____	5	____	____
31. Carried out a public relations program	Attach program description.	____	3	____	____
32. Rendered service to a. School b. Community	Attach reports.	 ____ ____	 2 2	 ____ ____	 ____ ____
33. Had all members involved: a. 70%-100% b. 50%-70%		 ____ ____	3 total	 ____ ____	 ____ ____
34. Planned and implemented membership promotion and completed Membership Growth & Development Report	Attach report.	____	3	____	____
35. Publicized chapter by a. Article published in newspaper b. Article submitted to YHV Newsletter c. Informing others of YHV Week d. Other way (describe)	Attach articles and/or samples of publicity.	 ____ ____ ____	 1 1 1 1	 ____ ____ ____	 ____ ____ ____
36. Distributed YHV materials a. In school b. In public library c. In teacher's lounge d. In guidance office e. In principal's office f. In community offices g. Other (identify)		 ____ ____ ____ ____ ____ ____ ____	 1 1 1 1 1 1 1	 ____ ____ ____ ____ ____ ____ ____	 ____ ____ ____ ____ ____ ____ ____
37. Described any special activity not proviously listed in this report	Attach report(s).	____	5	____	____

Requirements Checklist	Supporting Documentation	Check (√)	Possible Points	Chapter Self-Rating	Committee Rating
The chapter:					
38. Worked with FHA/HERO chapter	Attach copy.	____	5	____	____
39. Submitted POW work sheets	Attach copy.	____	30	____	____
		TOTAL	200	____	____

Signed: _____ _____
Chapter President Date

_____ _____
Adviser Date

_____ _____
Principal Date

Suggested Chapter Publicity for Outstanding Chapter Award Area or State Winner

For release after award is presented:

_____ YHV Chapter

_____ Adviser

_____ Home Telephone Number

_____ Release Date

The _____ Chapter of Young Homemakers of Virginia received the Outstanding Chapter Award for the year in the _____ Area (state). The award was presented at the area meeting (state conference) held in (location) on (date).

The _____ Chapter received this award for accomplishments this year in working in the areas of personal development, community involvement, and strengthening home and family living.

_____, representing the members of the Young Homemakers of Virginia _____ Chapter, accepted the award.

The _____ Chapter adviser is _____, home economics teacher at _____ School.

Safety Projects Award

These area and state awards are given to chapters who achieve outstanding results from activities concerning home safety according to the criteria outlined on the rating sheet.

Using the stated criteria, the chapter submits a written summary to an area committee. The committee, with a state supervisor as consultant, is composed of persons from the communities in the area who are not involved with YHV and/or are appointed by the supervisor. The committee awards a certificate to the area winner.

The area winner's report is submitted to a state committee that selects the first and second place winners of the state award. A state supervisor appointed by the Associate Director of Home Economics Education acts as consultant to the committee.

Area winners are recognized and the state winner receives the award at the annual state conference.

Home Economics Education
Virginia Department of Education
Richmond, Virginia 23216

Young Homemakers of Virginia Evaluation for Safety Award Rating Sheet

_____
Chapter

Maximum Points	Criteria	Chapter's Points
2	Safety Committee	
8	Chapter programs on safety (2 points each)	
5	Organized instruction in home and family safety	
40	Project support (written report and documentation)	
5	Instances of news media coverage (1 point each)	
10	Homes made safer program participation ___ 50% of members (6 points) ___ 75% of members (8 points) ___ 100% of members (10 points)	
10	Checklist used ___ 50% of members (6 points) ___ 75% of members (8 points) ___ 100% of members (10 points)	
8	Hazards identified ___ 1-50 (2 points) ___ 51-100 (3 points) ___ 101-150 (4 points) ___ 151-200 (6 points) ___ above 200 (8 points)	
20	Safety hazards corrected ___ 50% of members (5 points) ___ 75% of members (10 points) ___ 100% of members (20 points)	

(Continued)

Safety Award Rating Sheet (Continued)

Maximum Points	Criteria	Chapter's Points
30	Hazards corrected by entire chapter ___ 1-50 (4 points) ___ 51-100 (8 points) ___ 101-150 (15 points) ___ Above 200 (30 points)	
8	First-aid kits ___ 50% of members (2 points) ___ 75% of members (4 points) ___ 100% of members (8 points)	
10	Emergency phone numbers listed ___ 50% of members (6 points) ___ 75% of members (8 points) ___ 100% of members (10 points)	
20	Installation of locks, latches, safety devices ___ 50% of members (4 points) ___ 75% of members (10 points) ___ 100% of members (20 points)	
20	Fire exit plan ___ 50% of members (4 points) ___ 75% of members (10 points) ___ 100% of members (20 points)	
10	Fire extinguishers in home ___ 50% of members (2 points) ___ 75% of members (4 points) ___ 100% of members (10 points)	
8	Fire extinguishers in automobile ___ 50% of members (4 points) ___ 75% of members (6 points) ___ 100% of members (8 points)	
10	Fire alarms in home ___ 50% of members (3 points) ___ 75% of members (5 points) ___ 100% of members (10 points)	
224	TOTAL	

Keep Virginia Beautiful Award

This award is given each year to the chapter judged to have performed the most outstanding work in improving the physical environment of the community. A written summary, based on the criteria stated on the rating sheet, is submitted to an area committee. The committee, with a state supervisor as consultant, will select the area winner.

The area winner's report is submitted to the state committee, which selects one chapter to receive the annual Keep Virginia Beautiful award. The award is presented at state conference.

Home Economics Education
Virginia Department of Education
Richmond, Virginia 23216

Young Homemakers of Virginia Keep Virginia Beautiful Award Rating Sheet

_____
Chapter

Maximum Points	Criteria	Chapter's Points
10	Application complete and neatly prepared	
25	Goals clearly stated and met	
15	Involvement of chapter members	
25	Community involvement	
25	Supporting materials: (a) 3 color slides, photographs, or newspaper articles (b) 1-page narrative report	
100	TOTAL	

COMMENTS:

Membership Growth and Development Awards

Any chapter meeting the criteria may submit an application for Membership Growth and Development Recognition. The application is presented to a state committee consisting of the president, the president's adviser, and a state supervisor. The recognition is in the form of a certificate presented at state conference.

PART 9: OBSERVING YHV WEEK

YHV Week is observed the week following the second Sunday in May. The primary purpose of the week is to make the public aware of the Young Homemakers of Virginia organization and its goals, purposes, and objectives. Exhibits, open houses, receptions, banquets, panel discussions, honorary memberships, and other public relations activities are ways in which local chapters often bring their programs to the attention of the community. The following suggestions may contribute to effective observance of YHV Week.

- Begin to plan early, and allow ample time to implement plans.
- Hold a joint banquet or other cooperative project with other organizations during the week.
- Construct an exhibit in a store window to depict some activities of the chapter and the organization.
- Place exhibits based on the program of work in libraries, banks, and other public places.
- Hold an open house, a reception, or a banquet at which exhibits designed to inform the public of the objectives of YHV are displayed.
- Invite potential YHV members to attend chapter activities.
- Place informative articles in the newspaper and shopping news sheets. Release spots to radio and television stations. Create posters and ask merchants to display them in their windows.
- Distribute *Young Homemakers of Virginia* brochures at all functions and have them readily available with exhibits.
- Ask local hotel, motel, and restaurant operators to display "YHV Week, May ___ " on their billboards or marquees.
- Have a member speak to senior Future Homemakers of America/Home Economics Related Occupations groups or participate on a panel explaining the benefits of YHV membership.
- Award an honorary membership to an individual who has made oustanding contributions to family life.
- Assist a group to become an affiliated YHV chapter.

- Make YHV Week special to chapter members by highlighting a family night, special projects at home, and family activities.
- Place flowers in the churches of chapter members in their honor.
- Attend a local church as a group and request a sermon centered around home and family living.
- Have a potluck dinner for YHV members and their families and guests.
- Visit local hospitals and nursing homes.
- Make plans for a clean-up campaign as part of a "Keep Virginia Beautiful" project.
- Present a radio or TV program on "Hints on Home and Family Safety."
- Request the mayor or other community official to proclaim YHV Week.
- Present a program of instructional content such as individual/family health, family budgeting, or parenting education.

YHV Week Evaluation

This questionnaire may be used both to evaluate chapter activities and to suggest ways in which YHV Week can be observed.

Question	Response
Did the chapter observe YHV Week?	_____
Were exhibits placed in	
store windows	_____
home economics departments	_____
school display cases?	_____
List others below.	
Were exhibits	
educational	_____
related to chapter goals	_____
informative or interpretative?	_____
List others below.	
Did the chapter celebrate the week through	
meetings held during the week	_____
banquet	_____
reception	_____
open house	_____
family night	_____
special projects at home	_____
joint activities with other chapters	_____
joint project/activities with another local organization	_____
program to senior class/FHA chapter of local school?	_____
List others below.	
Who was invited to chapter activities?	
school officials	_____
county/city officials	_____
prospective members	_____
List others below.	
How did the chapter publicize YHV Week?	
through newspaper articles, advertisements, shopping news sheets	_____
through pictures of officers, advisers, or activities	_____
through television presentations and radio spots	_____
through highlighting an individual member's accomplishments	_____
through presentation of honorary membership.	_____
Did the chapter assist a group in a nearby community to organize a new YHV chapter?	_____

Sample Proclamation

TO THE PEOPLE OF _____.

Whereas: The Young Homemakers of Virginia is a statewide organization for adults continuing their education in home and family living;

Whereas: The Young Homemakers of Virginia programs are directed to the realities of family living as it changes. Assistance is given to family members, especially young homemakers, so that they can see their goals more clearly and achieve them more effectively;

Whereas: Instruction provides systematic and consecutive learning experiences based on a wide variety of home and family life problems;

Whereas: The week of May ___ through May ___ has been designated Young Homemakers of Virginia week with the theme (program of work emphasis);

Resolved: I, (name and title) do hereby proclaim the week beginning (date) as Young Homemakers of Virginia Week in (community) and urge all citizens to acquaint themselves with activities of Young Homemakers of Virginia.

Sample 30-Second Spot Announcement
YHV Week

_____ YHV Chapter

_____ Adviser's Name

_____ Telephone Number

_____ Release Date

The Young Homemakers of Virginia is an organization of adults who wish to engage in educational activities to broaden their experiences and keep up to date with new developments in the field of home economics and family life. The organization is open to both married and single adult homemakers, both men and women, of all ages.

The _____ Chapter joins with more than ___ chapters across the state in focusing attention on the theme (program of work emphasis).

During the week of May _____, members will be demonstrating some of their chapter's projects that have special meaning in helping them enrich family life. Learning to live in a changing society is a challenge they have accepted and are working on with enthusiasm.

Congratulations to a great organization of adults, Young Homemakers of Virginia.

Sample News Release
YHV Week

Date_____ Contact Person _____
Telephone Number_____

May _____ begins Young Homemakers of Virginia week, observed by all members and local chapters of this statewide adult organization.

Young Homemakers of Virginia pursue these goals:

- Preserving, strengthening, and enriching family life and recognizing that the family unit is essential to individual happiness and community improvement

- Finding new ways of working together to develop and enhance opportunities in homemaking and family life education

- Sharing ways of improving family life, economic well being, physical and mental health, child care, home furnishings, home management, nutrition, clothing, and family relationships

- Developing qualities and abilities necessary for creative leadership in homes and communities.

Young Homemakers of Virginia is sponsored by the Home Economics Education Service, Virginia Department of Education. Home economics teachers in local schools serve as advisers to local chapters.

The state organization began in February 1956 as an outgrowth of the Young Farmers of Virginia. Today there are ____ affiliated local chapters with more than _____ members.

PART 10: INSTALLING CHAPTER OFFICERS

The following ceremony is used to install officers of the state Young Homemakers of Virginia organization. Local chapters may adapt it as necessary to create a dignified, meaningful service for officer installation.

Home Economics Education
Virginia Department of Education
Richmond, Virginia 23216

YOUNG HOMEMAKERS OF VIRGINIA
INSTALLATION SERVICE

The room should be darkened as much as possible, with only one short white candle (lighted) and one tall candle (unlighted) on a small table. A spray of dogwood may be effective. All officers should be standing, with retiring officers holding unlighted green candles. Mounted emblem is placed appropriately.

Retiring President: The Young Homemakers of Virginia are in regular session to install their officers. The following have been elected to serve as officers of Young Homemakers of Virginia for 19__.

President: _____

Vice-President, Programs: _____

Vice-President, Records and Correspondence: _____

_____

Vice-President, Publicity: _____

Vice-President, Historian:_____

Vice-President, Parliamentarian: _____

The light of homemaking for 19__ is burning low. It is the light of our ideals--our purposes. We must always keep it burning. (President lights tall white candle and places it on table.) As the purposes of our organization are presented, may we all reaffirm our belief in these purposes. (The president may step forward a step before presenting this part. After finishing, he or she picks up the green candle and steps back in line with the other officers.)

Retiring Vice-President, Parliamentarian:

This candle represents the fourth purpose of our organization: to develop qualities and abilities necessary for creative leadership roles in home and community (lights candle). I relight it for 19__, extend it to our incoming Vice-President, Parliamentarian, _____, and reliquish my duties as Vice- President, Parliamentarian.

Retiring Vice-President, Historian:

This candle represents the third purpose of our organization: to share ways of improving family life, economic well-being, physical and mental health, child care, beauty in home surroundings, management, nutrition, clothing, and family relationships (lights candle). I relight it for 19__, extend it to our incoming Vice-President, Historian, _____, and relinquish my duties as Vice-President, Historian.

Retiring Vice-President, Publicity:

This candle represents the second purpose of our organization: to find new ways to work together in a group for the purpose of developing and facilitating opportunities for organized education in homemaking and family living (lights candle). I relight it for 19__, extend it to our incoming Vice- President, Publicity, _____, and relinquish my duties as Vice-President, Publicity.

Retiring Vice-President, Records and Correspondence:

This candle represents the first purpose of our organization: to preserve, enrich, and strengthen family living, recognizing that the family unit is of fundamental importance to the happiness of individuals and the improvement of the community (lights candle). I relight it for 19__, extend it to our incoming Vice-President, Records and Correspondence, _____, and relinquish my duties as Vice-President, Records and Correspondence.

Retiring Vice-President, Programs:

May the glow of this candle reflect on our emblem. The emblem is the shape of the state of Virginia, with a house imprinted on the western side, the white dogwood bordering the eastern side, and with the name *Young Homemakers of Virginia* printed across the state. The emblem symbolizes that this is an organization of young homemakers who wish to develop individual and group initiative and engage in educational activities designed to enrich family life (lights candle). I relight the candle for 19__, extend it to our incoming Vice-President, Programs, _____, and relinquish my duties as Vice-President, Programs.

Retiring President:

This candle represents our motto, "Enriching Family Life." It keeps before us a challenge to promote the purpose of our organization (lights candle). _____, I charge you, the incoming President, with the responsibility of leading our statewide organization in all its worthy undertakings. (Hands candle to incoming president.)

Retiring President to All Officers:

Being elected to an office is not all honor. From time to time during your year in office, you will encounter difficult problems, and only through cooperation, hard work, and devotion will you succeed and the organization of Young Homemakers prosper.
Do each of you accept the duties and responsibilities of your office, and will you do your best to discharge them while upholding the ideals and principles of Young Homemakers of Virginia?

Incoming Officers:

I DO.

Retiring President:

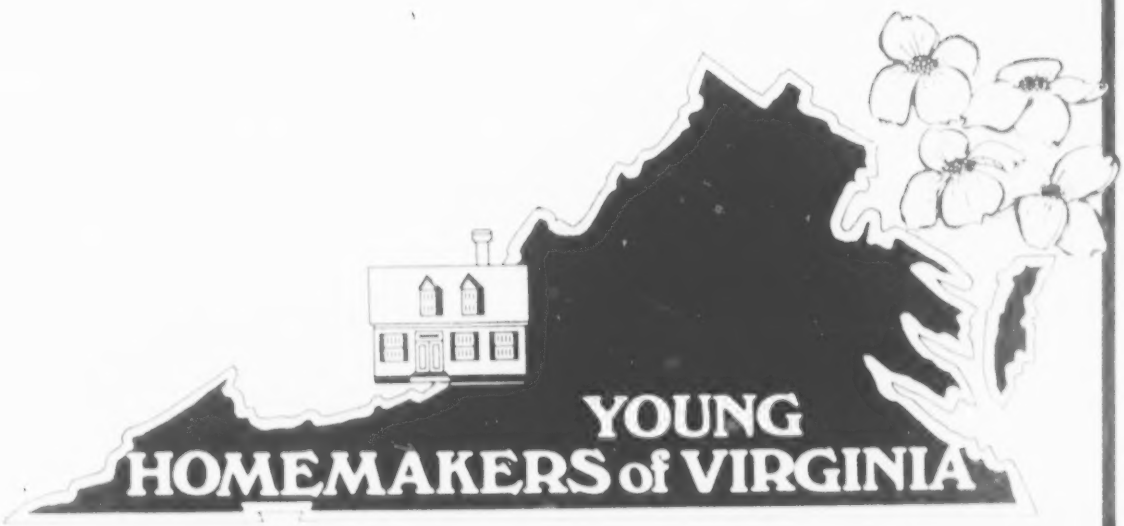
Will each of you please repeat after me the pledge?

Incoming Officers (led by President):

I solemnly promise--to further the purposes of the organization, and I will faithfully perform all the duties--belonging to the office for which I have been elected.

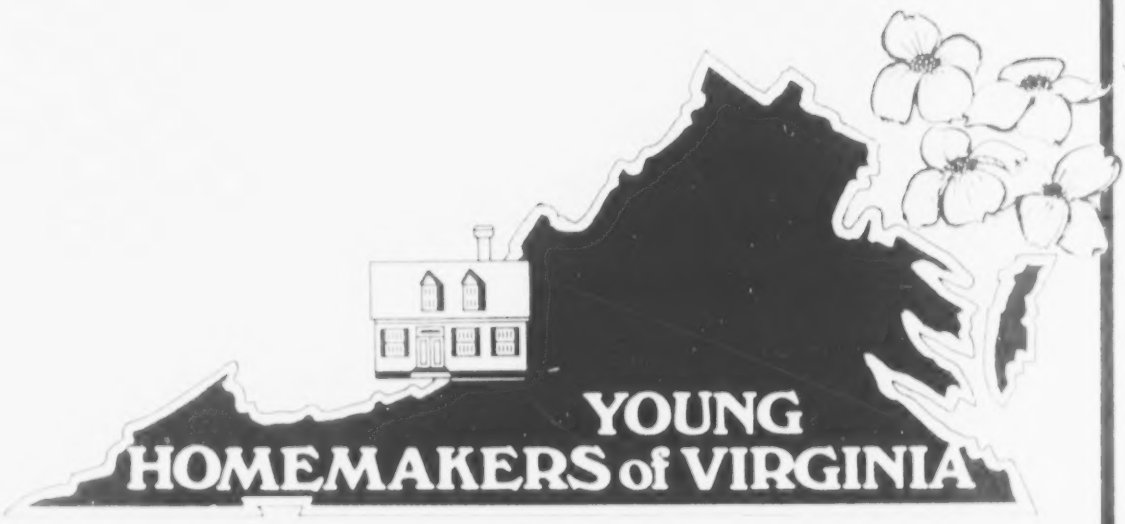
Retiring President: Members, you have heard the pledge that the officers have made. I charge you with the responsibility of furthering the purposes of our organization, and together we shall work to enrich home and family living. I now relinquish the position of President, Young Homemakers of Virginia, to our new President, _____. (New President accepts gavel and makes remarks of acceptance.)

CALENDAR



DIRECTORY

PROGRAM OF WORK



INSTALLATION SERVICE

BY-LAWS

ANNUAL FORMS

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